

STATE DRIVING BUSINESSES LICENSURE BOARD

Bureau of Occupational Licenses

700 West State Street, P.O. Box 83720

Boise, ID 83720-0063

Conference Call Minutes of 11/4/2013

BOARD MEMBERS PRESENT: Jason Jerome
Wayne Patrick Johnson
Michael Dillon
Sally Phillips

BOARD MEMBERS ABSENT: Lon Pyper, Sr.

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Maurie Ellsworth, Legal Counsel
Carrie Gilstrap, Technical Records Specialist II

The meeting was called to order at 12:00 PM MDT by Jason Jerome.

Mr. Dillon made a motion to elect Mr. Jerome as the interim Board Chair. It was seconded by Ms. Phillips. Motion carried.

APPROVAL OF MINUTES

Mr. Dillon made a motion to approve the minutes of 6/21/2013. It was seconded by Ms. Phillips. Motion carried.

Ms. Phillips made a motion to amend the agenda to include the FY 2013 contract renewal as it was placed on the last Board meeting's agenda; however, there was no quorum. It was seconded by Mr. Dillon. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. She said that the proposed law change for endorsement has been posted to the web.

Ms. Cory also provided a brief summary of the Legislative process to the new members of the Board.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board has a negative cash balance of (\$27,589.91) as of 10/31/2013.

Ms. Hall provided a brief overview of the Board's expenses and revenues.

FY 2013 CONTRACT RENEWAL

Ms. Hall presented the contract renewal to the members of the Board. Following discussion, Mr. Dillon made a motion to approve the contract and authorize the Chair to sign on behalf of the Board. It was seconded by Ms. Phillips. Motion carried.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

FOR BOARD DETERMINATION

Mr. Dillon made a motion to send a warning letter that states the Board believes the licensee was negligent and authorized closure in cases I-DRB-2013-3 and I-DRB-2013-4. It was seconded by Ms. Phillips. Mr. Johnson voted in opposition. Motion carried.

OLD BUSINESS

BOARD TO DO LIST

Following discussion, the Board would like to add discussion of a possible rule change to define the time frame for businesses to submit student records for the next meeting's agenda.

NEW BUSINESS

ELECTION OF BOARD CHAIR

Mr. Johnson made a motion to elect Ms. Phillips as Board Chair. It was seconded by Mr. Dillon. Motion carried.

BOARD CORRESPONDENCE

The Board received a questionnaire regarding instructor training standards. Following discussion, Mr. Jerome made a motion to direct Ms. Gilstrap respond to the inquiry. It was seconded by Mr. Dillon. Motion carried

EXECUTIVE SESSION

Mr. Jerome made a motion that the Board go into executive session under Idaho Code § 67-2345(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to

consider license application materials. It was seconded by Mr. Dillon. The vote was: Ms. Phillips, aye; Mr. Jerome, aye; Mr. Johnson, aye; and Mr. Dillon, aye. Motion carried.

Ms. Phillips recused herself from discussion. Mr. Dillon to act as interim Board Chair.

Mr. Jerome made a motion to come out of executive session. It was seconded by Mr. Johnson. The vote was: Ms. Phillips, aye; Mr. Jerome, aye; Mr. Johnson, aye; and Mr. Dillon, aye. Motion carried.

APPLICATIONS

DBI- 368 Mr. Jerome made a motion to approve Emilee Crofts for licensure as an instructor. It was seconded by Mr. Johnson. Motion carried.

REVIEW PROCESS FOR INSTRUCTOR APPLICANTS

Mr. Ellsworth provided a summary of the open meeting law to the members of the Board.

Mr. Johnson made a motion to allow the Chair to review and approve complete applications for driving instructor licensing. It was seconded by Mr. Jerome. Motion carried.

In the case there is a conflict of interest, Mr. Jerome made a motion to elect Mr. Dillon as the designated member to review the instructor applications. It was seconded by Mr. Johnson. Motion carried.

NEXT MEETING will be scheduled on an as needed basis. An invitation to General Manning will be sent requesting he provide a presentation on Board Member Training and to Brian Kane to present on the Open Meeting Law at the next meeting.

ADJOURNMENT

Mr. Jerome made a motion to adjourn the meeting at 1:46 PM. It was seconded by Mr. Dillon. Motion carried.

Jason Jerome

Wayne Patrick Johnson

Lon Pyper, Sr.

Sally Phillips

Michael Dillon

Tana Cory, Bureau Chief